

California Emergency Management Agency



Fiscal Year 2010 Regional Catastrophic Preparedness Grant Program

California Supplement Federal Program Guidance and Application Kit

December 21, 2009

STATE OF CALIFORNIA

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Contact Information

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Section 1 – Application Resources

Federal Program Guidance and Updates

The U.S. Department of Homeland Security (DHS) published the *Fiscal Year (FY) 2010 Regional Catastrophic Preparedness Grant Program (RCPGP) Guidance and Application Kit* on December 8, 2009.

The *Guidance and Application Kit* may be obtained at:
<http://www.fema.gov/government/grant/rcp/index.shtm>

Fact Sheet

The FY 2010 RCPGP Fact Sheet can be obtained at:
http://www.fema.gov/pdf/government/grant/2010/fy10_rcp_faq.pdf

California Supplement

The *California Supplement* to the Federal Program Guidance is intended to complement, rather than replace, the federal guidance published by the US DHS National Preparedness Directorate. It is recommended that applicants read thoroughly the federal guidance before referring to the State Supplement. Funding availability, eligible applicants, allowable costs and other key information is described in the federal guidance and application kit.

Section 2 - Timeline

FY 2009 RCPGP Grant Timeline

US DHS Announcement of FY 2010 RCPGP	December 8, 2009
FY 2009 RCPGP California Supplement Release	December 22, 2009
Subgrantees Submit Investment Justifications to CalEMA	March 8, 2010
US DHS Award Officially Announced	*September 30, 2010
Required Documents to Meet Pass Through Due	*November 12, 2010
Final Requests for Reimbursement Due	*June 30, 2013
Subgrantee Performance Period Ends	*June 30, 2013
SAA Performance Period Ends/Grant Closeout	*June 30, 2013
*Date subject to change	

Section 3 – Overview

Overview	The focus of the Regional Catastrophic Preparedness Grant Program (RCPGP) will expand in Fiscal Year (FY) 2010 to focus on additional elements of the preparedness cycle by addressing the need to train, exercise, and evaluate and improve their plans to meet the needs of their region. With the progress made, most sites are anticipated to be far enough along by 2010 to focus primarily on training, exercising, and evaluating and improving regional plans. The RCPGP grantees have plans, planning relationships, and some standing agreements to share resources. As part of the FY 2010 grant cycle, the ten existing RCPGP sites will continue to build upon, validate, and implement the projects identified in the FY 2008 and FY 2009 RCPGP grant cycles.
Funding Availability	The total amount of funds distributed under the FY 2010 RCPGP will be 33,600,000. The maximum award amount for each of the seven (8) pre-designated Tier 1 urban areas is \$3,570,000. The maximum award amount for each of the four (3) pre-designated Tier 2 urban areas is \$ 1,680,000.
Review/ Evaluation Process	The allocation methodology for RCPGP is that one non-competitive award will be made to each of the pre-designated 11 high-risk, high-consequence urban areas within the 10 RCPGP sites that received funding under RCPGP under the FY 2009 grant cycle, provided their application meets the minimum standards specified for FY 2010.
Match Requirement	The FY 2010 RCPGP has a 75 percent Federal and 25 percent grantee cost share cash- or in-kind match requirement. The non-federal contribution may be cash or in-kind as defined under 44 CFR 13.24.
Grant Performance Period	The period of performance of this grant program is 36 months. Extensions to the period of performance will be considered only through formal requests to FEMA with specific and compelling justification why an extension is required.
Eligible Applicant	CalEMA is the State Administrative Agency (SAA) for California and is the eligible grant applicant.
Eligible Subgrant Applicants	Tier 1 Urban Area: Bay Area Site (to include 11 counties and 23 principal cities spanning central western CA) and Tier 1 Urban Area: Los Angeles / Long Beach Area Site (to include 5 counties and 38 principal cities spanning southwestern CA).
California Site Allocations	Bay Area Site: \$3,570,000 Los Angeles/Long Beach Site: \$3,570,000 *FY 2010 RCPGP grant allocations will only be from Noncompetitive funds
M&A/Funds Retained	The SAA is allowed to retain 5% of the Site's award for Management & Administrative Costs. In addition, the SAA is allowed to retain 20% of the Site's award for implementing and integrating the site's plans throughout the state. Both amounts if retained will be justified in the project narrative.

Section 4 – Subgrant Application Process

Project Narrative (Investment Justification)	The Project Narrative/Investment Justification is a method for the applicant to demonstrate their planned use of funds and describe specific funding and implementation approaches over the 36 month grant period of performance that will help enhance and sustain capabilities and achieve outcomes aligned with the National Preparedness Guidelines, their respective State/Urban Area Homeland Security Strategy, and their State Preparedness Report.
Application Due Date	Investment Justifications need to be sent to the SAA by the state due date <u>11:59pm PDT, March 8, 2010.</u> Send Investment Justifications to Mr. Rakesh Sharma at Rakesh.Sharma@ohs.ca.gov
Application Requirements	Included with the Project Narrative (Investment Justification) must be a 1. <u>Detailed Project Plan (One project plan for each project submitted)</u> (Note: <u>All program deliverables and their sub-tasks must be clearly labeled in each project plan.</u> 2. <u>Regional Catastrophic Preparedness Team (RCPT) Membership List.</u> 3. <u>RCPT Charter.</u>
SAA Application Submittal	In addition, once complete applications are received by the SAA, Standard forms 424, 424A, 424B, LLL, Lobbying Form, Certification Regarding Department, Suspension, and Other Responsibility Matters, and Certification Regarding Drug-Free Workplace Requirements will be completed and sent to www.grants.gov by the SAA administrator with the application.
Funding Priorities	<p>Sites are encouraged to develop projects to achieve and maintain a continuous cycle of planning, organizing, training, exercising, and evaluating and improving their regional catastrophic plans. Based on progress to date in planning, the priorities for FY 2010 are:</p> <p>Organize and Staff - Develop plans to organize and staff catastrophic plans to ensure adequate support to review, develop, implement, and revise plans as needed.</p> <p>Train - Develop and implement plans to effectively train newly developed regional catastrophic plans with communities, States, nonprofit organizations, and the private sector, as well as other regional partners.</p> <p>Exercise - Develop and implement plans to exercise regional catastrophic plans to test capabilities and interdependencies between jurisdictions based on regional threats.</p> <p>Evaluate and Improve - Assess ability of plans to address regional catastrophic needs, evaluate findings, and develop corrective action plans to improve plans based on lessons learned.</p>

**Program
Deliverables**

Required Deliverables and Activities

Each grantee that receives funding under FY 2010 RCPGP is required to complete specific deliverables and activities as part of the FY 2010 grant cycle.

1. Maintain citizen and community preparedness campaigns, and develop a Citizen Preparedness Plan focused on the plans and annexes developed through FY 2008 and FY 2009 RCPGP.
2. Develop a Training Plan to support the successful implementation of all plans and annexes developed through FY 2008 and FY 2009 RCPGP.
3. Develop an Evaluation Plan, to include assessments and exercises, for all plans and annexes developed through FY 2008 and FY 2009 RCPGP.
4. Develop a comprehensive strategic plan that addresses at minimum the following requirements:
 - a. Development of needed capabilities related to the plans generated under RCPGP.
 - b. Long-term Integration of plans into existing training and exercise structure.
 - c. Continuation of the Regional Catastrophic Planning Team (RCPT) beyond the duration of the RCPGP.
5. Participate in regional and national workshops organized by FEMA focusing on planning and the development of a standardized national planning process.
6. Integrate planning activities with all other appropriate State and regional working groups (e.g., Regional Transit Security Working Group, Area Maritime Security Committee, Local Emergency Planning Committee).

Suggested Deliverables

Each grantee that receives funding under FY 2010 RCPGP may choose to complete one or more optional deliverables as part of the FY 2010 grant cycle.

1. Finalize plans that further address logistics and pre-positioning of commodities related to plans developed with RCPGP FY 2008 and FY 2009 funds.
2. Develop a Disaster Housing Strategy.
3. Complete other regional plans as approved by FEMA.

**Allowable
Costs**

1. Planning

2. Personnel

***Please see pages 14-16 of federal guidance for details in Allowable Costs.**

**M&A
Information**

Management and Administration (M&A)

A maximum of up to 5% of funds awarded may be retained by the State as M&A, and any of these funds retained are to be used solely for management and administrative purposes associated with the RCPGP award. States may pass through a portion of the State M&A allocation to local subgrantees to support local management and administration activities (not to exceed 5 %). The overall M&A amount may not equal more than 5% of RCPGP funds. Applicants must justify their M&A expenses in the Project Narrative (investment justification).

Section 5- Post DHS Award - Subgrant Applications

Environ-Mental Planning and Historic Preservation (EHP) Requirements	<p>The grantee shall provide all relevant information to the Federal Emergency Management Agency's (FEMA) Grant Programs Directorate to ensure compliance with applicable Federal EHP requirements. Any project with the potential to impact natural or biological resources or historic properties cannot be initiated until FEMA has completed the required EHP review. In addition to a detailed project description that describes what is to be done with the grant funds, how it will be done, and where it will be done, grantees shall provide detailed information about the project (where applicable). Recipients of awards shall not undertake any project without the prior approval of GPD, and must comply with all conditions placed on the project as the result of the EHP review. FEMA may request EHP information if is a potential EHP impact. *Note: If a project is known to have an EHP impact by the Site then it should be addressed in the Project Narrative.</p>
Identification (ID) of Funding Letter	<p>An ID letter will be mailed to awarded subgrantees.</p>
Award Letter	<p>An Award letter will be mailed to subgrantees that have turned in their required documents.</p>
Post Award Required Documents required by SAA prior to Draw Down of Funds	<ul style="list-style-type: none">• Grant Assurances• Governing Body Resolution• Initial Workbook
Payment Request Process	<p>To request reimbursement payment of FY 2010 RCPGP funds, complete a payment request form using the CalEMA Financial Management Forms Workbook and return it to the appropriate Program Representative in the Grant Administration Unit at CalEMA.</p> <p>NOTE: Payments can only be made if the subgrantee has an approved application, valid initial workbook, valid Governing Body Resolution and valid Grant Assurance form.</p>

Post Award Modifications Post award budget, scope and time modifications must be requested using the **CalEMA Financial Management Forms Workbook V 1.09**, by the subgrantee's Authorized Agent, and submitted to the subgrantee's Program Representative in the Grant Administration Unit of OHS. Upon approval the subgrantee will be instructed to make the required changes in the National Preparedness Directorate's Grants Reporting Tool (GRT)
<https://www.reporting.odp.dhs.gov> .

The subgrantee may implement the modifications, and incur associated expenses, **after** receiving **written final approval** of the modification from OHS.

NOTE: Modifications can be requested once per quarter during the grant performance period. Failure to submit modification requests, and receive written approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

Subgrantee Performance Reports

Subgrantees must prepare and submit performance to the state and DHS for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed. Subgrantees must complete a Biannual Strategy Implementation Report using the GRT, and will also be required to submit additional information and data requested by the state.

Quarterly Reporting

Subgrantees must also turn in quarterly reports to their Federal Emergency Management Agency (FEMA) federal preparedness coordinator with Cc to the RCPGP CalEMA Program Representative.

Monitoring Subgrantee Performance

CalEMA is currently conducting a program of subgrantee monitoring. The monitoring will be conducted on the subgrantees administrative, programmatic and fiscal management of the grant(s).

These reviews may include, but are not limited to:

- Eligibility of expenditures
- Comparing actual subgrantee activities to those approved in the subgrant application and subsequent modifications, if any
- Ensuring that advances have been disbursed in accordance with applicable guidelines
- Confirming compliance with:
 - Grant Assurances
 - Governing Body Resolution
 - Information provided on performance reports and payment requests
 - Needs and threat assessments and strategies

Suspension or Termination

CalEMA may suspend or terminate subgrant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.
- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the subgrant application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in the application or other report or document.
- Failing to adequately manage, monitor or direct the grant funding activities of their subrecipients.

Before taking action, CalEMA will provide the subgrantee reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

Closeout

CalEMA will close a subgrantee award after:

- Receiving a subgrantee Performance Report indicating that all approved work has been completed, and all funds have been disbursed.
- Completing a review to confirm the accuracy of reported information.
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the subgrantee:

- If owed additional funds, CalEMA will send the final payment automatically to the subgrantee.
- Did not use all funds received, CalEMA will issue an Invoice or Grant Modification letter to recover unused funds.

In the **Grant Closeout Letter**, CalEMA will notify the subgrantee of the start of the record retention period for all programmatic and financial grant related records.

NOTE: Failure to maintain all grant records for the required retention period could result in a reduction of eligible grant activities, and an invoice to return costs associated with the unsupported activities.